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NPIC/D-05-70

3 APR 1970

**MEMORANDUM FOR: Special Assistant for Co-operative Programs,
Office of Personnel**

THROUGH : Chief, Administrative Staff, O/DDI

**SUBJECT : Entrance Grades for Co-op and Summer Intern
Graduates**

1. The Co-op and Summer Intern Programs of NPIC have reached a stage in their development where it is considered necessary that generally accepted guidelines be established for determining the entrance-on-duty grade of Program graduates. We have several students graduating in 1970 who are under consideration for staff employment. They are from a number of different schools, have had a variety of work experiences, and are being considered for several kinds of positions. In order to insure uniformity within NPIC, and to be consistent with hiring practices of other components of the Agency, we have developed proposed guidelines for use in NPIC and are submitting them to you in this memorandum for your concurrence or comments.

2. Our past experience with Program graduates has been extremely limited and, thus far, only four individuals have entered on duty as professional employees of NPIC. Three (3) graduates of the Rochester Institute of Technology (RIT) EOD'd at the GS-08 level after one summer of work experience. This school provides one of the few sources of well qualified candidates for certain specialized positions in NPIC and, since there is considerable demand for a small number of graduates, it is important that we offer a competitive starting salary. However, many other students in our Program are not taking course work directly related to their planned NPIC assignments, and it does not appear that their starting salaries should be as high as the RIT type candidates. Our other Program graduate employee is an example. Although he had over one year of NPIC co-op experience, he was also hired at GS-08 because his degree work in physics was judged to be only indirectly related to his job assignment.

3. One additional factor which enters into salary determination is that the average NPIC professional employee cannot expect consideration for promotion from GS-07 to GS-08 or from GS-08 to GS-09 until he has nine (9) months or more of experience on the job. Credit for Co-op experience toward higher entrance grades must at least take into account the time in grade required for promotion to these grades.

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4. It is our understanding that the Programs of FMSAC, OCS, and TSD are too new to have established guidelines or precedents for salary determinations. The Program of the Office of Communications (OC) is the oldest, however, their situation appears to be somewhat different from ours. They are dealing exclusively with individuals in the shortage category of engineering, work with a small number of schools, and concentrate on students who are in the Co-op cycle of alternate school and work periods for a period of several years. As a result, their graduates normally qualify for a GS-09 salary. We understand that the National Security Agency (NSA) also enters its Co-op graduates on duty at the GS-09 level. We do not believe that our Summer Intern students, who normally work only one or two summers before graduation, or Co-op students in semi-related or no-shortage categories, can be considered at the same grade level as the OC or NSA Programs.

5. In order for these Programs to be successful, it is important that some measure of recognition be given to graduates in terms of starting salary. It appears that the use of advanced steps in a grade will be necessary, in some cases, to provide this recognition without seriously violating our hiring standards for non Co-op applicants. The attached guidelines are proposed with the understanding that some degree of flexibility will be necessary in applying the standards and that approval of the Office of Personnel will be required for each individual who is hired at an advanced step.



Executive Director
National Photographic Interpretation Center

Attachment:
Hiring Guidelines

Distribution:
Original & 1 - Addressee
1 - DDI/Admin
2 - NPIC/ODIR
2 - NPIC/TSSG/SSD/PB

NPIC/TSSG/SSD/PB: (31 March 1970)

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NPIC HIRING GUIDELINES
CO-OP AND SUMMER INTERN GRADUATES

I. Students in Directly Related College Programs
or Shortage Categories

<u>Co-op or Summer</u> <u>Intern Experience</u>	<u>EOD Grade</u> <u>Staff Employment</u>
3 months	GS-08
6 months	GS-08 step 2
9 months	GS-09

II. Students with Indirectly Related College Programs
or in Non-Shortage Categories

<u>Co-op or Summer</u> <u>Intern Experience</u>	<u>EOD Grade</u> <u>Staff Employment</u>
3 months	GS-07 step 2
9 months	GS-08
18 months	GS-09

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